OVERVIEW-ROUGH DRAFT

HOW TO PREPARE A TECHNICAL REQUIREMENTS DOCUMENT (TRD)

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Learning Objectives

- Understand the TRD Development Process
  - Definition and purpose of TRD
  - TRD development guidelines
  - Lessons learned and best practices in developing the TRD

Training Topics

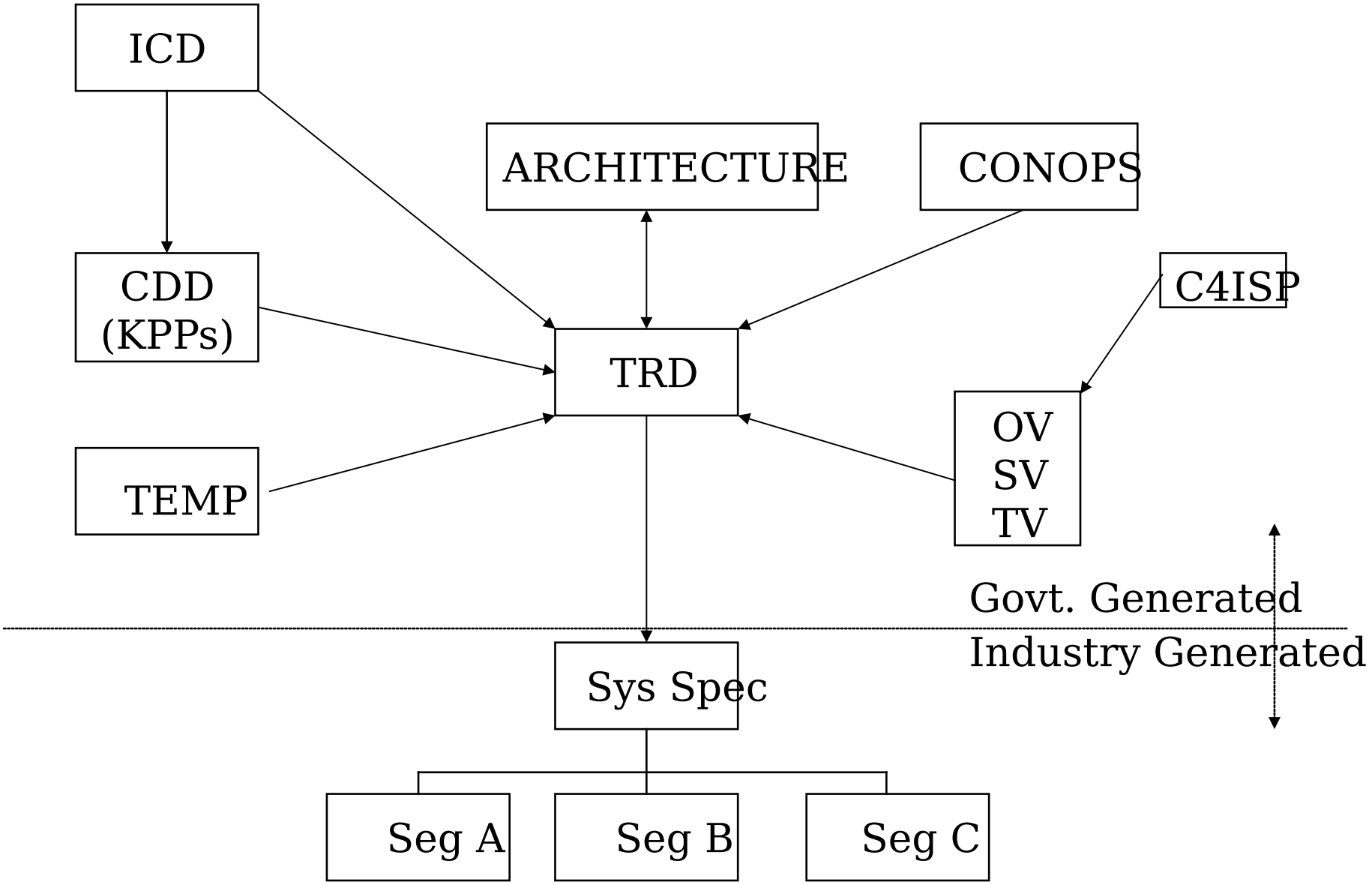
- Introduction and Rationale
  - Why a Government TRD?
  - Role/compatibility within RFP
  - Requirements Synthesis Interactions
- Key TRD Preparation Actions
  - Nine identified (tailorable)
  - Each expanded/explained
- Actions Allocated to TRD Preferred Format
  - Scope
  - Applicable Documents
  - System Requirements
  - Quality Assurance - Requirement Verification
  - Other Requirements
  - Appendices
- Workshop or Class Exercise
  - Guidance for Specific SPO TRD Preparation
  - Apply/Gather Lessons Learned

Why a Government TRD?

- It integrates customer's reqmts and constraints into a single consistent document that facilitates bidders' design solutions to meet program objectives
- Serves to document results of reqmts analysis for system, products and software elements envisioned to select preferred design solutions from bidders/contractor
- Translating operational reqmts into contractual reqmts allows SPO to manage the contract on a basis of profound knowledge
- If contractor is allowed to develop the TRD then
  - KTR tends to slant requirements toward KTR capabilities
  - Govt. will be selecting contractor based on KTR proposed requirements set
  - Govt. will lose control over interface definition/control
  - Risk introduced whether all feasible concepts have been considered

Lynchpin of the RFP

Requirements Synthesis



Key TRD Preparation Actions
(Tailorable)

- Identify necessary system functions & related performance
- Interpret requirement “thresholds” vs. “objectives”
- Reflect intended user/operator deployment and ‘CONOPS’
- Identify system boundary & main interfaces with other systems
- Define environments (normal operation, survival & impact)
- Scope necessary RMA and other pertinent “ilities”
- Provide verification methodology
- Indicate Govt intent for system retirement/disposal
- Ensure compatibility of the TRD/SPR (internal, external)